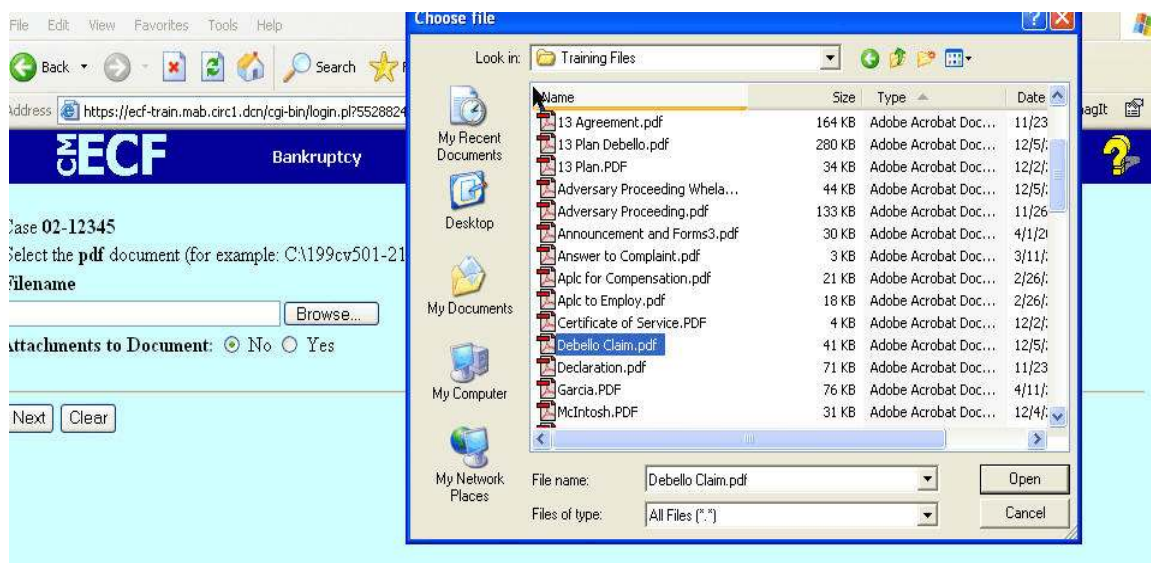


## CREDITOR - QUICK REFERENCE GUIDE

### Selecting a PDF Document in ECF

Step	Action
1	Click on the <b>Browse</b> button to search your network or computer files navigating to the correct drive, folder and name of the file. See the figure below.



Step	Action
2	To make certain you are uploading the correct claim highlight the name of the file and right click the right mouse button. A small window box will open on top of the other screen.
3	Select <b>Open</b> and the document will display.
4	If it is the correct document, <b>Close</b> the document using the "x" at the top of the <u>document screen</u> . If it is not the correct document, repeat this procedure until the correct one is identified.
5	Once the document is closed, select <b>Open</b> and the path to upload the document will be populated in to the field. Click <b>Next</b> to continue to file your document.